

# *Forest Charter School*

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## **Monthly Charter Council Meeting Minutes—November 8, 2016**

**5:30 Regular Session**  
**470 Searls Avenue**  
**Nevada City, CA 95959**

### **Council Members:**

Dan Thiem, Chair  
Julie Coffin, Parent Representative  
Katia Hull, Parent Representative  
Kaleen Ojeda-Chatigny, Parent Representative  
Jean Watson, Parent Representative  
Ruthanne Buckley, Community Rep., Vice Chair  
Zoe Favour, Student Representative  
Dave Stanger, ST Representative  
Alex Torres, ST Representative  
Nancy Nobles, Secretary

### **Minutes**

**Present:** Ruthanne Buckley, Dave Stanger, Zoe Favour, Alex Torres, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Peter Sagebiel, Debbie Carter, BJ Hatcher, Paul Simoes, Jeremy McReynolds and Nancy Nobles

**Absent:** Dan Thiem

- 1. Call to Order: 5:30**
- 2. Pledge of Allegiance**
- 3. Action: Approval of Minutes of November 8, 2016**

Dave Stanger made the motion to approve the Minutes. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

- 4. Action: Adoption of the Agenda**

Zoe Favour made the motion to approve the agenda. Julie Coffin seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

## **5. Discussion: Other**

Debbie introduced Jeremy McReynolds who was visiting the meeting. Jeremy works with Debbie as Administrative Business Assistant.

## **6. Information/Action: 2016-17 1st Interim Budget—Debbie Carter**

Debbie presented the 2016-2017 1st Interim Budget Narrative to the Council. The narrative included a 5% raise for all current employees, including block class instructors, and the cost for the development of our new online portfolio program. She reviewed for the Council the 2016/17 Adopted Budget, Three Year Projections and the Cash Flow that had been sent electronically and asked the Council for approval. Debbie added that the budget looks “really solid” and that FCS continues to carry a strong ending fund balance.

Katia Hull made the motion to approve the 2016-17 First Interim Budget, 3 Year Projection, 2016-17 Cash Flow and 2017-18 Cash Flow. Jean Watson seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

## **7. Information/Action: Revised 2016/17 Salary Schedules—Debbie Carter**

Debbie asked the Council approve the following 2016/17 Revised Salary Schedules:

- Certificated ST Salary Summary
- Classified Salary Schedule
- Administrative Salary Schedule
- Block Class Instructor Salary Schedule

The salary schedules reflect a 5% raise. Certificated, classified and administrative salaries will be retroactive to the start of the 2016 employment agreements. Block class salaries increases will be implemented next semester.

Dave Stanger made the motion to approve the 2016/17 Revised Salary Schedules. Zoe Favour seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

## **8. Information: Math Placement Policy Update - BJ Hatcher**

BJ reported on the annual aggregate student placement data, in place to ensure that students who were qualified to progress in mathematics courses based on their performance on objective academic

measures included in Section 1 of the math policy were not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The placement data is adding valuable tracking information.

BJ reviewed a handout that tracked the FCS 9<sup>th</sup> grade student math placement and explained how students are placed. He added that it is rare at FCS that students are misplaced and usually corrected within the first two months of the school year.

**9. Information: LCAP (Local Control Accountability Plan)—Peter Sagebiel, Debbie Carter**

Peter reported that the State has sent a new template for the plan and FCS will focus on updating the LCAP next semester.

**10. Information: Charter Renewal—Peter Sagebiel**

Peter reported to the Council on the Charter Renewal process. The final revision has gone to the County for review and is scheduled to be returned before the Thanksgiving break. He will bring the document to the Council at the December meeting for approval. The Charter Renewal will be sent electronically to the Council for review ASAP. Peter added that he would appreciate any questions or comments be directed to him before the December meeting, so that edits can be made if necessary.

**11. Information: WASC Renewal—Paul Simoes**

Paul presented a brief explanation of WASC (Western Association of Schools & Colleges), the renewal process and timeline. The WASC report includes the following: Progress Report; Student/Community Profile; Self-Study Findings; Summary of Critical Student Learning Needs; and the Action Plan. Paul explained that the previous renewal was for six years and that the renewal process will be completed by December of 2017. Meetings will be conducted in the spring with faculty, students, parents and council members for input.

**12. Information/Action: Surplus Electronics—Debbie Carter**

Debbie asked the Council to approve the surplus the surplus of (1) Mac Mini, (1) Dell monitor, (1) Macbook laptop and (1) Dell laptop.

Dave Stanger made a motion to approve the surplus of the computers and monitor. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

### **13. Information/Action: Employee Handbook—Debbie Carter**

Debbie asked the Council to approve the Employee Handbook revision. The school's attorney recommended a change to a sentence on page 6, section: Duty to Report Suspected Misconduct. The sentence will read "Reports shall be kept as confidential as possible."

Jean Watson made a motion to approve the Employee Handbook revision. Katia Hull seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

### **14. Information/Action: A, B & C may be considered for Consent Agenda –Debbie Carter**

Debbie asked the Council for approval of the new contracts and warrants. She added that there was no need to approve the revised employment agreement.

Dave Stanger made a motion to approve the consent agenda. Kaleen Ojeda-Chatigny seconded.

**Ayes:** Ruthanne Buckley, Zoe Favour, Julie Coffin, Katia Hull, Jean Watson, Kaleen Ojeda-Chatigny, Alex Torres and Dave Stanger

**Nays:** None

**Abstain:** None

### **15. Information: Director's Update –Peter Sagebiel**

- **2016/17 Enrollment:** Enrollment is holding steady at approximately 730-735; enrollment appointments are being arranged for next semester.
- **Mandated CPR, Workplace Harassment and Blood Borne Pathogen Trainings:** Trainings have all been completed
- **Staff Development:** The staff continue to attend various trainings, sometimes outside of 'their comfort zone' ; Debbie is keeping track of attendance.
- **Giving Event:** The yearly fundraising letters have been sent and remits have started to come in: Meshawn is helping the foundation with fundraising and the checking account.
- **Professional Boundaries Training:** Presented by FCS Attorney, Jim Young at the November staff meeting; attended by all STs, Administrators and office staff; the training included mandated court reporting and social media concerns.
- **Safety Drills:** Fire, earthquake and lock down drills have been completed at the Nevada City and Truckee learning centers and will be completed at the Foresthill learning center soon; the drills are completed at each learning center once a semester
- **Other:** Nothing to report.

**16. Discussion: Future Agenda Items**

- LCAP (monthly) \*\*not December
- Charter Renewal (monthly)
- Foundation Report (as needed)
- Action Plan Update (as needed)
- One-Time Funds (as needed)
- Energy Plan Update-May
- Classified Job Descriptions
- SB740
- SB277 (immunization update)
- Revision to Employee Handbook (Debbie—spring)
- Salary Analysis
- Giving Event
- Charter Renewal (December)

**17. Information: Reminder of Future Meetings**

**2016:** 12/13

**2017:** 1/17; 2/7; 3/14; 4/18; \*\*5/23; 6/6

**\*\*Budget**

**18. Action: Adjourn at 6:13 p.m.**

***Respectfully submitted:***

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Nancy Nobles, Secretary

\_\_\_\_\_  
Date

***Charter Council Approved:***

\_\_\_\_\_  
Dan Thiem, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ruthanne Buckley, Vice Chair

\_\_\_\_\_  
Date